



HOUSING REHABILITATION PROGRAM OCTOBER 1, 2011- SEPTEMBER 30, 2012

The City of Frisco's Housing Rehabilitation Program is funded by the City of Frisco's Community Development Block Grant (CDBG). These funds are awarded to the City of Frisco by the U.S. Department of Housing and Urban Development (HUD). Our goal is to preserve existing low and moderate income housing, to assist very low, low and moderate income owners/occupants in bringing their dwellings up to an acceptable standard, and to enhance and revitalize neighborhoods within the City.

Housing rehabilitation funds shall be used for those repairs necessary to bring the structure up to the International Residential Code. In addition to necessary structural repairs, most projects will include provisions for correction of all health/safety code violations, installation of smoke detectors and exterior painting. Items needing repair will be prioritized, with corrections on items necessary to comply with HUD and City minimum property standards receiving priority for funding.

Projects are designated as minor projects or major rehabilitation projects depending on the urgency of the repair in regards to health and safety of the occupants and the neighborhood occupants. Residency is defined as the property must be located within the city limits. Income eligibility is determined by the IRS Form 1040 Adjusted Gross Income Requirements. The home must be a single-family dwelling and owner-occupied by a family that meets income guidelines.

TOTAL FAMILY INCOME MAY NOT EXCEED THE FOLLOWING 2012 INCOME AMOUNTS:

Household Size	MAXIMUM INCOME CHART		
	Low Income (80% of Area Median)	Very Low Income (50% of Area Median)	Extremely Low (30% of Area Median)
1	\$39,300	\$24,550	\$14,750
2	\$44,900	\$28,050	\$16,850
3	\$50,500	\$31,550	\$18,950
4	\$56,100	\$35,050	\$21,050
5	\$60,600	\$37,900	\$22,750
6	\$65,100	\$40,700	\$24,450
7	\$69,600	\$43,500	\$26,150
8	\$74,100	\$46,300	\$27,800

Source: U.S. Department of Housing & Urban Development. These income figures are subject to change annually. (Effective December 2011)

The Community Development Block Grant staff will review applications for the Community Assistance Housing Repair Project in order to determine level of housing needs and how these needs affect the health and/or safety of people living in the house.

APPLICATION CHECKLIST

Applications will not be processed until all of the above documents have been submitted.

CHECK OFF EACH BOX FOR INFORMATION INCLUDED:

- ☐ Signed application for all persons on title including, but not limited to, the following attachments:
 - 1. Applicant Certification
 - 2. Consent to Release Information
 - 3. Eligibility Release form
 - 4. Verification of Employment
 - 5. IRS – Request for Transcript of Tax Return
- ☐ Copy of Warranty Deed for single family homes, condominium, or town homes.
- ☐ Copy of current (within 1 month) mortgage statement.
- ☐ Copy of signed complete set of last two Federal Income Tax Returns, including all schedules and attachments for all persons in the household and on title.
- ☐ Copies of paycheck stubs for the last 30 days for all wage earners in household or verification of wages from current employer.
- ☐ Other income documentation
 - Social Security/SSI (supply a copy of the award letter):
 - Retirement
 - Disability
 - AFDC
 - Interest on Savings/Income Earning Accounts
 - Child Support – Divorce decree, court documents, State Attorney General
 - Other _____
- ☐ Three (3) most recent bank statements;
- ☐ Proof of property tax payment;
- ☐ Copy of Social Security Card;
- ☐ Copy of valid **current** identification (e.g. driver's license or State of Texas ID);
- ☐ Signed Lead Based Paint Notification Form (required for properties built before 1978)
- ☐ Copy of Homeowner's Insurance.
- ☐ Signed Residency Verification Forms for all adult household members.

Your prompt reply providing the required information will be appreciated.

APPLICATION

The Housing Rehabilitation Application consists of two sections. Part 1 - Household Data, establishes the members of the household. Part 2 – Source of Income is used to determine income eligibility. Information regarding age, race, ethnicity, national origin, disabilities or familial status is used for statistical purposes and has no bearing on the approval of the application.

Date: _____

PART 1: HOUSEHOLD DATA

Name: _____

Address: _____

Social Security Number: _____

Phone Number: _____ Email Address: _____

Marital Status: _____ Female Head of Household? _____

How long have you lived at this address? _____

Do you own any other real estate property? ___ Yes ___ No

If "Yes" please list address: _____

Race/Ethnicity:

Do you consider yourself to be Hispanic? ___ Yes ___ No

Please check one of the following which applies to you:

- | | |
|---|---|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> American Indian/Alaskan Native & Black |
| <input type="checkbox"/> American Indian/Alaskan Native & White | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Asian & White | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Black/African American & White | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> Other | <input type="checkbox"/> White |

LIST ALL PERSONS LIVING IN HOUSEHOLD:

	First Name	Last Name	Relationship	Age	Sex	Social Security #
1						
2						
3						
4						
5						

PART 2: SOURCE OF INCOME: WHAT ARE THE SOURCES OF YOUR INCOME?

Family Member	Employer or Income Source	Address of Employer	Telephone Number	Monthly Income	Additional Income & Source

<p>Please describe the repairs needed:</p>
<p>Please describe how the need for these repairs affects health and/or safety:</p>

CONSENT TO RELEASE INFORMATION

Signing below authorizes the release of information from your records to the City of Frisco Community Development Block Grant Program. This authorization is made in connection with an application that has been made in order to obtain CDBG funds for home repair.

This release is specific to all organizations including FEMA.

Initials _____

APPLICANT CERTIFICATION

The applicant (whether one or more) certifies that all information in the application and all information furnished in support of this application, is given for the purpose of obtaining a Housing Rehabilitation grant from the City of Frisco' Community Development Block Grant Program, and is true and complete to the best of the applicant's knowledge and belief. The applicant additionally certifies that the applicant is the OWNER AND OCCUPANT of the property to be repaired. The applicant consents to the verification of any of the information contained in this application.

I understand that the release of information does not guarantee that assistance will be provided, but without the information, assistance may not be available.

Initials _____

Signature of Applicant(s)

Applicant's Signature:	Date:
Applicant's Signature:	Date:

PENALTY FOR FALSE OR FRADULENT STATEMENT: U.S.C. Title 18, Section 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies...or makes any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry shall be fined not more than \$10,000 or imprisoned not more than five years, or both."